

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[School/Organization Name]
[School/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],
I hope this letter finds you well. I am writing to formally acknowledge my acceptance into the International Baccalaureate (IB) Diploma Programme at [School/Organization Name]. I am excited about the opportunity to engage in a rigorous academic environment that promotes critical thinking and global awareness.

I would like to extend my gratitude to the faculty and administration for their support and guidance throughout the application process. I am particularly looking forward to [specific courses, extracurricular activities, or experiences related to the IB programme that interest you].

Please let me know if there are any further steps I need to take to prepare for my enrollment. I am eager to contribute positively to our school community and participate in the enriching experiences that the IB programme offers.

Thank you once again for this opportunity. I look forward to embarking on this educational journey.

Sincerely,
[Your Name]
[Your Student ID (if applicable)]